



California Department of
Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

INSPECTOR, BOARD OF PHARMACY

OPEN EXAMINATION/STATEWIDE

Salary Range: \$5,288 - \$6,005

Final Filing Date: CONTINUOUS TESTING

WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated below.	
HOW TO APPLY	<p>Please submit an application (STD 678) to the Department of Consumer Affairs. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p> <p>NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a State Application, Form STD 678.</p> <p>NOTE: The Department of Consumer Affairs’ Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.</p>	
WHERE TO APPLY	MAIL TO: Department of Consumer Affairs Attn: Selection Services (Bob Edwards) P.O. Box 980428 West Sacramento, CA 95798-0428	FILE IN PERSON: Department of Consumer Affairs Attn: Selection Services (Bob Edwards) 400 R Street, Suite 2000 Sacramento, CA 95814
SPECIAL TESTING	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.	
FINAL FILE DATE	Continuous – No Final Filing Date. The testing office accepts applications continuously and will notify and test applicants as needed.	
QUALIFICATIONS APPRAISAL PANEL	Oral interviews will consist of a series of questions designed to measure responses competitively. The panel will only take into consideration the responses to those questions.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>NOTE: This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.</p>	
MINIMUM QUALIFICATIONS	<p>Possession of a valid certificate of registration as licentiate in pharmacy issued by the State Board of Pharmacy.</p> <p>And</p> <p>Possession of a valid California driver’s license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.</p> <p>And</p> <p>Two years of experience in the practice of pharmacy, including contact with the public.</p>	
ADDITIONAL DESIRABLE QUALIFICATIONS	Applicants must enter their State Board of Pharmacy valid certificate of registration license number and expiration date on the Examination Application (Std. Form 678). Applicants must be in good standing with the Board of Pharmacy. Also indicate the possession of a valid California driver’s license issued by the Department of Motor Vehicles, the class and your license number.	
POSITION STATEMENT	<p>The Inspector, Board of Pharmacy, under general direction, makes inspections and investigations in connection with enforcement of the provisions of the laws regulating the practice of pharmacy; provides consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and other related work. An Inspector, may be required to travel in an assigned district or as directed.</p> <p>Vacancies exist with the Board of Pharmacy.</p>	
EXAMINATION INFORMATION	<p>This examination will consist of a Structured Qualifications Appraisal Panel Interview weighted 100%. Candidates will be given a structured written exercise prior to his/her interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. (A candidate may be tested only once during a twelve-month period.)</p>	

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAM SCOPE

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor's:

Knowledge of:

- 1. Provisions of various State laws and regulations.
- 2. Uniform Controlled Substance Act.
- 3. Pharmacy Law.
- 4. Sherman Food, Drug and Cosmetic Act, and Medi-Cal regulations.
- 5. Federal laws and regulations.
- 6. Controlled Substance Act.
- 7. Food, Drug, and Cosmetic Laws.
- 8. Regulations of the Consumer Product Safety Commission pertaining to drugs.
- 9. U.S. Postal regulations regarding mailing of controlled substances and laws governing use of radioactive materials for medicinal purposes.
- 10. Pharmacy supplies, equipment, and practices.
- 11. Modern methods of investigation.
- 12. Common methods used to evade pharmacy laws.
- 13. Rules of evidence, laws of arrest, and general court procedures.

Skill In:

- 1. Making investigations.

Ability to:

- 1. Interpret interrelationships of such laws and regulations and provide expert consultation to licensees and others.
- 2. Prepare clear and comprehensive reports.
- 3. Speak before groups.
- 4. Work cooperatively with representatives of other State and Federal agencies and with local government officials.

ELIGIBLE LIST INFORMATION

An Open, statewide list will be established for the Department of Consumer Affairs. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

VETERAN'S PREFERENCE POINTS

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 327-4967 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)